

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: BUILDING MAINTENANCE</b>	
<b>Policy Number: STP 05</b>	<b>Standards/Statutes: ARM 37.27.108.120.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 3</b>

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**PURPOSE:** To provide staff with an adequate means of communicating to Peak Medical Corporation, Butte Convalescent Center building maintenance department, any routine or emergency maintenance problems so maintenance personnel can perform corrective action.

**POLICY:** The building maintenance of this facility is the responsibility of Peak Medical Corporation, Montana operations, through the maintenance staff of Butte Convalescent Center, as outlined and defined in the lease between Peak Medical Corporation and the Department of Public Health and Human Services.

**PROCEDURE:**

I. In order to have an identified routine maintenance problem corrected by maintenance personnel, MCDC staff must fill out a maintenance requisition form, top portion only, and submit completed form to the maintenance department which is located in basement boiler room.

A. The staff member who fills out a maintenance requisition form may take the white and yellow portions of form and attach them to binder clip located on the boiler room door and place pink portion of form on MCDC Transportation Officer's desk OR put whole completed form on Transportation Officer's desk.

II. To contact building maintenance for emergency maintenance problems utilize one or all of the following:

- A. Page for engineer using intercom system by pressing page.
- B. Call Butte Convalescent Center @ 723-6556, explain situation and ask them to page for engineer.
- C. Dial beeper number 496-6233 and leave a callback number.

III. To contact maintenance personnel for after hours non-emergency building maintenance problems.

A. Refer to engineer call out list located at the second floor nurse's station for after hours contact.

B. Usually on Tuesday and Wednesday no engineer is working in the building after 4:00 p.m. Saturday and Sunday no engineer is in the building after 6:00 p.m. If you need the assistance of an engineer after these times, utilize the following guidelines when calling maintenance after hours.

1. Page the engineer using the intercom system by pressing page
2. Contact Butte Convalescent Home at 723-6556 to find out if an engineer is in the facility. If the engineer is not available then he must be contacted by telephone. To determine which engineer is on duty and the proper telephone number see posted list at the second floor nurse's station.

C. The following criteria should be assessed prior to calling maintenance personnel at home.

1. Is there an immediate danger to patients or staff? (i.e. light fixture where wires are arching)
2. Will the problem cause damage to the building? (i.e. water pipe causing serious flooding)

D. Can our staff take corrective action? (i.e. put a bucket under dripping water, if no heat in a room can patients be moved or given an extra blanket)

E. If it is determined the problem(s) warrants calling out the engineer it is important that enough information is available to give a concise explanation of the problem to the engineer over the telephone. Consider, can fixing the problem wait until the engineer arrives at his regularly scheduled shift.

IV. If an actual emergency situation is present call the engineer immediately.

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Revisions: \_\_\_\_\_

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